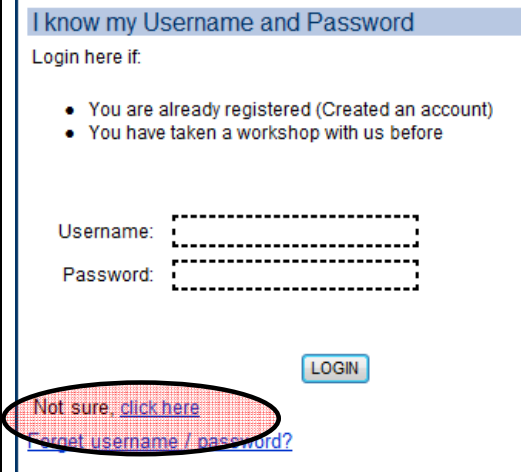
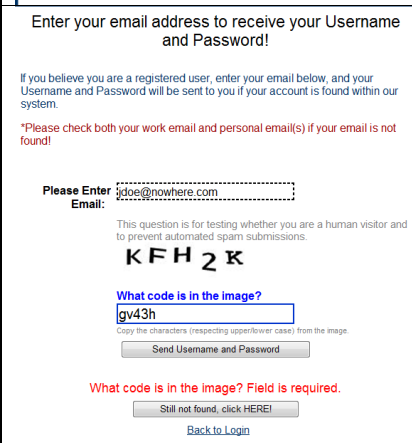


1.	Go to <a href="http://pd.nycoit.org">http://pd.nycoit.org</a>	Click the “Registration” link on the left hand side of the page.
2.	On the left-hand side of the page click the link for “Not Sure, Click here”	
3.	On the next page enter your e-mail address. If your e-mail address is listed in Protraxx then the system will send your username and password to the e-mail on file.	
4.	Once you have your username and password follow the directions below.	
5.	If you do not have an account you will need to create one. To create an account just go to <a href="http://newteacher.nycoit.org">http://newteacher.nycoit.org</a> , enter your person information and you are all set. In the “File Number” field please enter the last 7 digits of your SS number. Only NYCDOE teachers are issued “File Numbers”	
6.	Some employees in the NYCDOE might not have account information entered into the system. If this is the case please contact <a href="mailto:ProtraxxSupport@schools.nyc.gov">ProtraxxSupport@schools.nyc.gov</a> for assistance. Please include the following information in the e-mail: first name, last name, assigned school and position.	

TOPIC	TASK
<b>A. Logging In</b>	<b>• Logging In With User Name and Password</b>

Once you have retrieved your username and password you will then need to log in.

Go to <http://pd.nycoit.org> and click on the Registration link on the left hand side of the page. Within this box are two entry boxes for your user name and password. Enter your user name and password into their corresponding boxes.

I know my user name and password

Login here if:

- You are already registered (Created an account)
- You have taken a workshop with us before

User Name: PKell33802

Password: \*\*\*\*\*

LOGIN

Not sure, [click here](#)

[Forget user name / password?](#)

VeriSign Secured

Then click the Login button.

If this is your first time logging in then you will be directed to a screen asking you to finish user registration.

Finish User Registration

\* = required field

School Information

Please select your school assignment for the school year  
(Select the Borough 1st, the Borough will then populate the location)  
(YOU MUST SELECT A LOCATION)

\*Borough: -- Select Borough --

\*Location: -- Select Location --

\*Title: -- Select Title --

\*Grade: -- Select Grade --

Finish Registration

Complete Registration by selecting your borough, location, title, and grade. To select click on the upside down triangle at the right side of each entry box and a list will appear from which you can select whatever applies to you. Make sure you select borough first and then go in order top to bottom because the options will change depending on your previous choices.

\*Location: Office of New Teacher Induction

\*Title: -- Select Location --

\*Grade: Career and Technical Education  
City Hall Academy  
Early Childhood Education  
Fitness and Physical Education  
Gifted/Talented and Enrichment  
Health Education  
Intervention Services  
Leadership Academy  
Literacy  
Mathematics  
Not Yet Assigned  
Office of English Language Learners  
Office of Instructional Technology  
**Office of Special Education Initiatives**  
School Library  
Science  
Social Studies

When you are done click the Finish Registration button, you are now logged in.